

# Getting Started with DAISEY

DATA ENTRY AND UTILIZATION RESOURCES FOR  
BECOMING A MOM<sup>®</sup> IMPLEMENTATION



HOME GET STARTED FIND ANSWERS CALENDAR LOGIN CONTACT



Kansas Department of Health and Environment

<https://kdhe.daiseysolutions.org>

# DAISEY Training Calendar



## CALENDAR

**\*Participate in  
Basic Navigation  
Training Webinar**

2020 >

Tue	Wed	Thu	Fri	Sat
1	2		4	5
8	9	10	11	12
13	14	15	16	17
			Basic Navigation Training 3:00	18
20	21	22	23	24
				25
27	28	29	30	31



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**Kansas Department of Health and Environment**

## FIND ANSWERS

### Technical Resources

- + [USER MANUAL](#)
- + [WEBINARS](#)
- + [VIDEO TUTORIALS](#)
- + [TECH BRIEFS](#)
- + [REPORTS](#)



### Program Support

- + [AGGREGATE ENTRY](#)
- + [BECOMING A MOM](#)
- + [MATERNAL & CHILD HEALTH \(MCH\)](#)
- + [FAMILY PLANNING](#)
- + [PREGNANCY MAINTENANCE INITIATIVE \(PMI\)](#)
- + [TEEN PREGNANCY TARGETED CASE MANAGEMENT \(TPTCM\)](#)
- + [GEARY COUNTY HEALTHY START](#)
- + [KDHE DATA DICTIONARY/CROSSWALKS](#)
- + [KDHE DATA SECURITY AND GOVERNANCE](#)

## Technical Resources

### + USER MANUAL

### + WEBINARS

### - VIDEO TUTORIALS

#### TRAINING VIDEOS

- [Caregiver Profile KDHE Video Tutorial](#)
- [Child Profiles KDHE Video Tutorial](#)
- [DAISEY Navigation KDHE Video Tutorial](#)
- [Exporting Data KDHE Video Tutorial](#)
- [Family Activities KDHE Video Tutorial](#)
- [Importing Activities Data KDHE Video Tutorial](#)
- [Importing Profiles KDHE Video Tutorial](#)
- [KDHE Basic Report Tutorial](#)
- [KDHE DAISEY Reports Tutorial](#)
- [KDHE Program Referral Form Video Tutorial](#)
- [KDHE Program Visit Form Video Tutorial](#)
- [Profile Form Video Tutorial](#)

Complete  
all tutorials



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### Program Support

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# Find Answers → Program Instructions

## Program Support

### PROGRAM INSTRUCTIONS

#### PROGRAM INSTRUCTIONS

- DAISEY Data Quality Tips
- DAISEY Form Completion Desk Reference



## KDHE Data Quality Reports Preliminary Findings

### Missing Adult or Child Visit Forms

Form Completion Desk Guide for each program under Program Support at:  
<http://daiseysolutions.org/find-answers/>. Click on the + next to the program name.

- A Child or Adult Visit Form must be completed to correspond with the program Service Form each time a client receives services. Both forms are required for data to be included in the aggregate totals reflected in DAISEY Program Reports.
- If DAISEY cannot find a corresponding KDHE Program Visit Form for every program Service Form, the entire service visit will NOT be counted in the totals.
- The dates and program selected on the Visit Forms must match the dates and programs on the Service Forms.

### Incorrect Program or No Program Selected (Adult/Child Visit Form)

The program selected on the Adult or Child Visit Form must match the program Service Form. If the wrong program was selected or no program was selected on the Visit Form, DAISEY cannot match up the forms to include the data in aggregate reports.

### Annual Household Income

DAISEY Technical Assistance Brief for Entering Household Income at:  
<http://daiseysolutions.org/find-answers/#11>.

- Enter 999999 (six 9s) if the client does not know or refuses to provide household income. When more than six 9s or fewer than six 9s are entered into this field it is calculated as income (i.e. five 9s is calculated as \$99,999), which is a major error.
- Do not enter punctuation in the income field. If a decimal is entered, DAISEY only reads the numbers to the left of the decimal as income (i.e. 12.123 is read as \$12).
- Ensure that household size is not mistakenly entered in this field.

### Household Size

Household size must be entered. If a client refuses to provide household size enter 1 to reflect the client lives in the household. Do not enter 0 or multiple 9s. Ensure that annual household income information is not mistakenly entered in the household size field.

### Skipped Questions

There must be a response entered for all questions on the DAISEY forms, not just fields with a red asterisk (\*). Client screening questions and referral completion questions are often left blank. All information, especially screening and referral data, is critical to programming decisions and reporting. The fields marked with an asterisk were flagged specifically for agencies with EHRs to identify the minimum set of fields that needed to be captured in and/or extracted from other systems. The asterisk was never meant to identify "required" from "not required" fields. All data is required.

Questions? Reach out to your KDHE program contact.

# Find Answers → Program Instructions

## Program Support

### PROGRAM INSTRUCTIONS

#### PROGRAM INSTRUCTIONS

- [DAISEY Data Quality Tips](#)
- [DAISEY Form Completion Desk Reference](#)

## Client Visit



### STEP ONE

**Locate or Create Profile**  
Client information that  
will not change

REQUIRED

Avoid creating duplicates by searching before creating a new profile.  
TIP: Check for variations in the spelling of names.  
See DAISEY User Manual Section 4d & 5c.

**Link Other Family Profiles**  
As necessary

Search for or create profiles to link families.  
See DAISEY User Manual Section 4f & 5e.

### STEP TWO

**Fill Out KDHE Program Visit Form**  
Client information that  
might change

REQUIRED

Most fields will auto-fill from the previous Visit Form. Confirm that the information is correct EVERY client encounter. Update any information that has changed. Make sure the program selection reflects the current visit.  
NOTE: This form is used to 'count' client encounters.

### STEP THREE

**Fill Out Service Form**  
(BaM, Family Planning,  
MCH, TPTCM, PMI)

REQUIRED

One of the service forms must be completed to capture program specific services provided during the visits.

### STEP FOUR

**Fill Out Referral Form**  
As necessary

Fill out referrals made and 'save'; if follow-up is necessary, complete follow-up then 'submit'.  
NOTE: Must complete a referral form if any referrals are made as part of the program services provided during the visit.

TIP: Only indicate referrals you made. It is not necessary to indicate 'no' for referrals not made.



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## FIND ANSWERS

### Technical Resources

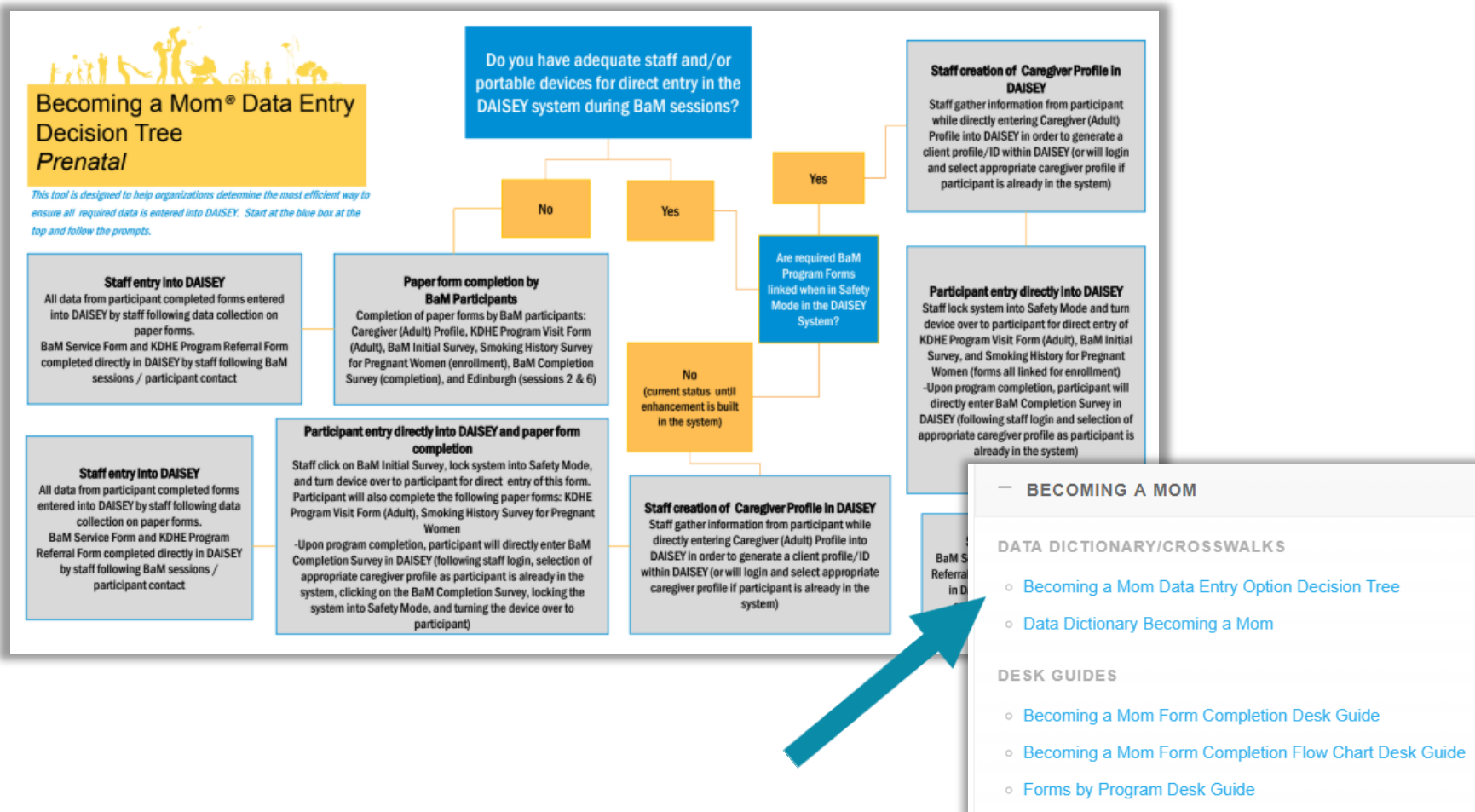
- + USER MANUAL
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### Program Support

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# Find Answers → Becoming a Mom → Data Dictionary/Crosswalk



# Find Answers → Becoming a Mom → Data Dictionary/Crosswalk

## Bureau of Family Health

Using DAISEY for improved family services coordination & measurement

Technical Assistance Brief



DAISEY, which stands for Data Application and Integration Solutions for the Early Years, is a shared measurement system. DAISEY was designed by social scientists to help communities see the difference they are making in the lives of at-risk children, youth and families. Implementation of a shared measurement system will allow the Bureau of Family Health at the Kansas Department of Health and Environment (KDHE) and their grantees to improve data quality, track progress toward shared goals, and enhance communication and collaboration.

## Data Dictionary

This tool provides information on the data elements collected in DAISEY. Each section of this document represents a form. Each form section has information about the data elements in that form, including a definitions/descriptions, possible responses, and the purpose of each element.

This document will not provide all information necessary for preparing data for import into DAISEY. For detailed information on import requirements, see the Data Crosswalk.

Last Updated: July 1, 2018

July 1, 2018 form changes are  
indicated in red font.

### — BECOMING A MOM

#### DATA DICTIONARY/CROSSWALKS

- [Becoming a Mom Data Entry Option Decision Tree](#)
- [Data Dictionary Becoming a Mom](#)

#### DESK GUIDES

- [Becoming a Mom Form Completion Desk Guide](#)
- [Becoming a Mom Form Completion Flow Chart Desk Guide](#)
- [Forms by Program Desk Guide](#)

# Find Answers → Becoming a Mom → Desk Guides

**Bureau of Family Health**  
*Using DAISEY for improved family services coordination & measurement*

Desk Reference

**Becoming a Mom® DAISEY Form Completion**

Form	Completed by	Timing of Completion
Caregiver (Adult) Profile	Staff	First session attended / enrollment in BaM (unless already in DAISEY)
KDHE Program Visit Form – Adult	Participant/Staff	First session attended / enrollment in BaM; Successive sessions - information verified/updated along with Date of Activity updated to match new session attendance date
Becoming a Mom® Service Form	Staff	First session attended / enrollment in BaM ("Save") Successive sessions – update by editing saved form After birth of baby or EDD has passed – update and "Submit" *DO NOT update Date of Activity (should reflect enrollment date)
Becoming a Mom® Initial Survey	Participant	First session attended / enrollment in BaM *Date of Activity should match Date of Activity on BaM Service Form and Visit Form for date of enrollment
Smoking History Survey for Pregnant Women	Participant	First session attendance / enrollment in BaM
Edinburgh	Participant	During session 2, session 6, postpartum visit, and as needed
Becoming a Mom® Completion Survey	Participant	Last session attended *Only collected if completes 4 or more sessions
Becoming a Mom® Birth Outcome Card	Participant/Staff	After birth of baby (if participant completed 4 or more sessions for each baby if multiples *If no contact with participant, may collect data from other sources)
Child Profile	Staff	<b>Not Required.</b> After birth of baby; for each baby if multiples
KDHE Program Referral Form	Staff	As needed, when referrals are made

## — BECOMING A MOM

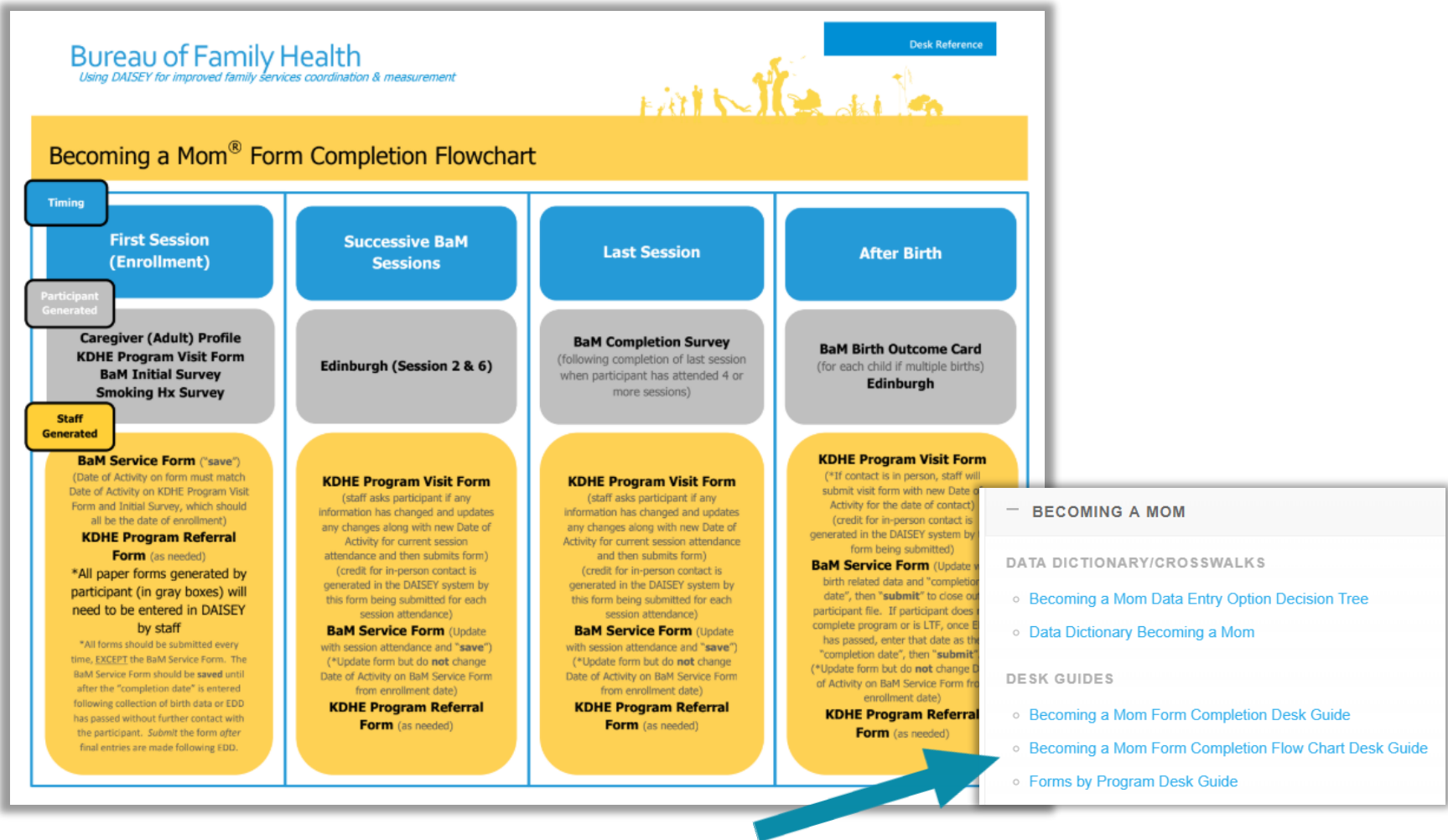
### DATA DICTIONARY/CROSSWALKS

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- [Forms by Program Desk Guide](#)

# Find Answers → Becoming a Mom → Desk Guides





# Find Answers → Becoming a Mom → Videos

## Becoming A Mom (BAM)

### VIDEOS

- [Becoming a Mom TA Webinar – Part I – Data Collection and Entry](#)
- [Becoming a Mom TA Webinar – Part II – Utilizing BaM Reports](#)
- [Becoming a Mom TA Webinar – Part III – Identifying BaM Data Quality Issues](#)

[\\*View all Webinars](#)



# Find Answers → Becoming a Mom → Printable Forms

## Becoming A Mom (BAM)

### PRINTABLE FORMS

- [Becoming a Mom Birth Outcome Card \(English\)](#)
- [Becoming a Mom Birth Outcome Card \(Spanish\)](#)
- [Becoming a Mom Completion Survey \(English\)](#)
- [Becoming a Mom Completion Survey \(Spanish\)](#)
- [Becoming A Mom Initial Survey \(English\)](#)
- [Becoming a Mom Initial Survey \(Spanish\)](#)
- [Becoming A Mom Service Form \(English\)](#)
- [Caregiver \(Adult\) Profile \(English\)](#)
- [Caregiver \(Adult\) Profile \(Spanish\)](#)
- [Child Profile \(English\)](#)
- [Child Profile \(Spanish\)](#)
- [Edinburgh \(English\)](#)
- [Edinburgh \(Spanish\)](#)
- [KDHE Program Referral Form \(English\)](#)
- [KDHE Program Referral Form \(Spanish\)](#)
- [KDHE Program Visit Form – Adult \(English\)](#)
- [KDHE Program Visit Form – Adult \(Spanish\)](#)
- [KDHE Program Visit Form – Child \(English\)](#)
- [KDHE Program Visit Form – Child \(Spanish\)](#)
- [Tobacco Use Survey \(English\)](#)
- [Tobacco Use Survey \(Spanish\)](#)



**\* Print all applicable forms for participant completion**

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### Program Support

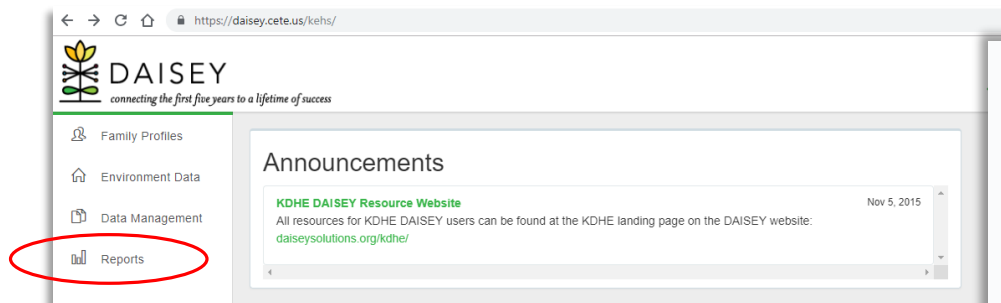
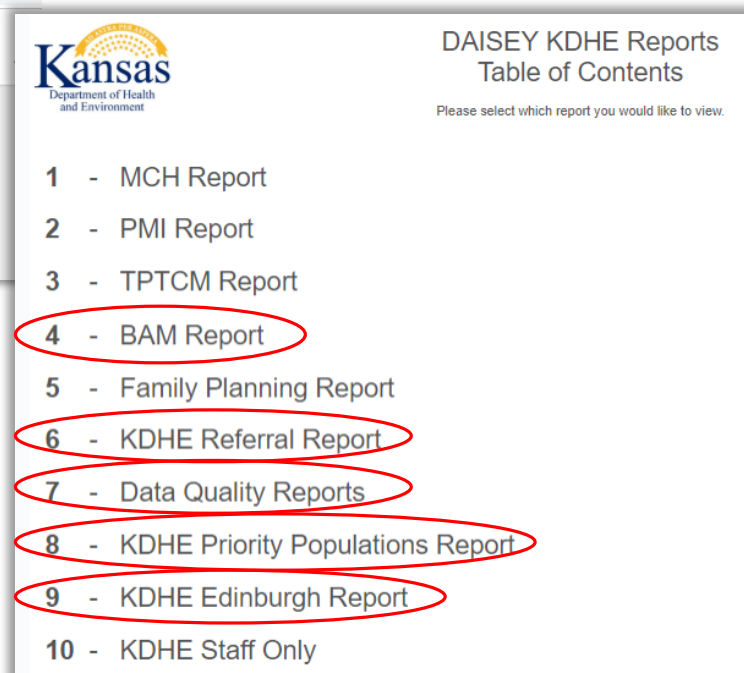
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# DAISEY Reports and Guides

REPORTS	
DAISEY REPORTS	REPORT GUIDE: BAM
<ul style="list-style-type: none"> <li>Accessing DAISEY Reports</li> <li>Downloading DAISEY Reports</li> <li>"Drilling Down" into DAISEY Reports</li> <li>Filtering DAISEY Reports</li> <li>Navigating Within a DAISEY Report</li> <li>What are DAISEY Reports?</li> </ul>	<ul style="list-style-type: none"> <li>Becoming a Mom® (BaM) Enhanced Service Report Guide</li> </ul>
VIDEO TUTORIALS	REPORT GUIDE: DATA QUALITY REPORT
<ul style="list-style-type: none"> <li>KDHE Basic Report Tutorial</li> </ul>	<ul style="list-style-type: none"> <li>1- Form Status Report</li> <li>2- Program Visit Form – Missing Data Report</li> <li>3- Referral Form – Missing Data Report</li> <li>4- Becoming a Mom Service Form – Missing Data Report</li> </ul>
	REPORT GUIDE: REFERRALS MADE & COMPLETED REPORT
	<ul style="list-style-type: none"> <li>KDHE Report Guide: Referrals Made &amp; Completed Report</li> </ul>
	REPORT GUIDE: KDHE EDINBURGH REPORT
	<ul style="list-style-type: none"> <li>KDHE Edinburgh Report Guide</li> </ul>
	REPORT GUIDE: KDHE PRIORITY POPULATIONS REPORT
	<ul style="list-style-type: none"> <li>KDHE Priority Populations Report Guide</li> </ul>

**\*Complete all**

# Login to Access Reports

The image shows the 'DAISEY KDHE Reports Table of Contents' page. It features the Kansas Department of Health and Environment logo and a list of reports. Items 4 through 9 are circled in red.

DAISEY KDHE Reports Table of Contents	
Please select which report you would like to view.	
1	- MCH Report
2	- PMI Report
3	- TPTCM Report
4	- BAM Report
5	- Family Planning Report
6	- KDHE Referral Report
7	- Data Quality Reports
8	- KDHE Priority Populations Report
9	- KDHE Edinburgh Report
10	- KDHE Staff Only